

## W-2 On-line Self View and Print Disclosure Statement

- Beginning with 2012 W-2's, the Office of State Uniform Payroll (OSUP) will provide the option to self view and print your W-2 on-line through Louisiana Employee On-line Services (LEO). Please read the required Internal Revenue Service (IRS) disclosure information regarding this option below. Any questions should be addressed to your agency's EA/HR department.
- If you are actively employed and wish to take advantage of the W-2 on-line self view and print option, you must provide your consent in LEO no later than **December 31**. W-2's will be available in LEO for viewing and printing in **mid-January**.
- Once W-2's are available in LEO (by mid-January), you may view and print your W-2 as often as needed at no cost to you.
- If you do not provide your consent by the required deadline, you revoke your consent, or you do not wish to use this service you will continue to receive a paper W-2 Form through the United States Postal Service (USPS). **All paper W-2 Forms will be mailed January 31.**
- Once consent is given, it will remain in effect for all future reporting periods unless you revoke your decision or separate from employment. To revoke your consent, you **must** do so in LEO by the **December 31** deadline for the current reporting year.
- Employees who separate from state service will not have the option of receiving their W-2 on-line but will receive a paper W-2 through the United States Postal Service (USPS). **Paper W-2 Forms will be mailed January 31 following the current reporting year.**
- After providing consent in LEO, you may still request a paper Form W-2 by contacting your agency's EA/HR Department and completing OSUP's Duplicate W-2 request form.
- Duplicate W-2 copies for active employees who do not choose the on-line self view and print option, will be available in LEO beginning February 1. If a duplicate copy is needed and not available in LEO, you must contact your EA/HR department and complete the required OSUP Duplicate W-2 Request Form.
- The hardware and software requirements needed to access and print Forms W-2 include an internet connection, web browser, and Adobe Acrobat reader. **NOTE:** The Form W-2 may be required to be printed and attached to a federal, state, or local income tax return.
- You must maintain your current contact information in LEO or through your EA/HR department. This will allow for all notices and updates to be provided to you regarding the W-2 paper and on-line self view and print options available.
- The Division of Administration will continue to inform you, through your agency, of all required information regarding the W-2 on-line self view and print option and/or contact information changes through listserv messages, memos, letters, meetings, check messages and/or through other means as required by the IRS.